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## CHAPTER 6

ACCOUNTABILITY, DISPOSITION, DISPOSAL, AND DEMILITARIZATION

## 0600 CATEGORY I NONNUCLEAR MISSILES AND ROCKETS

a. Activities with Category I nonnuclear missiles and rockets must maintain records providing continuous accountability. They will include items issued for training, and require the return of unexpended missiles and expended residue. When applicable, such records will be by serial number. Incoming shipments must be inventoried promptly. Procurement contracts will provide for individual serialization. Stock point inventories will be conducted semiannually according to procedures in NAVORDCENINST 4440.1. At unit level, 100-percent physical counts will be done monthly, 100-percent serial number inventories quarterly. Annually, one of these inventories will be performed by a disinterested third party officer, senior enlisted, or civilian equivalent (not in the inventory chain of responsibility; not with normal access; may be from within the command).

(A)

b. Responsible DON activities will ensure that U.S. Navy-owned AA&E stored at non-U.S. Navy facilities, whether by another branch of service, foreign nation, NATO, or other, are inventoried to a level equivalent to that required herein.

## 0601 ARMS

a. Arms Serial Number Registration and Reporting(1) Delineation of Responsibilities

(a) The Army operates the DoD Central Registry that maintains control over serial numbers of all arms defined herein, and a file of arms that have been lost, stolen, demilitarized, or shipped outside the control of DoD. DoD Central Registry maintains tapes (forwarded monthly from component registries) containing the most recent serial number list of arms. The DON registry is Crane Division, Naval Surface Warfare Center (Code 4086).

(R)

(b) NAVSURFWARCENDIV Crane (Code 4086) is responsible for maintaining a automated registry for serial numbers of arms in their inventory. The registry is updated based on transaction reporting; for example, receipts, issues, and turn-ins.

(R)

(c) When the DoD Central Registry receives an inquiry concerning a lost, stolen, or recovered weapon listed as DON

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property, or as missing from DON, the Central Registry informs NAVSURFWARCENDIV Crane, (Code 4086), which ensures that:

1. Such losses, thefts, or recoveries are, or have been, investigated and reported as outlined in chapter 8.

2. DON AA&E recovered by police or investigative agencies is returned to DON control upon completion of investigative and prosecutorial action.

(2) Exclusions. Privately-owned arms and arms purchased with non-appropriated funds are not reported to the DoD Central Registry. However, installations with non-appropriated fund arms must establish procedures to identify such weapons by type and serial number.

(3) General Procedures

(a) Arms serial number registration and reporting procedures will ensure control over serial numbers from the manufacturers to depot, in storage, in transit to requisitioners, in activity custody, in the hands of users during turn-ins, in renovation, and during disposal or demilitarization. The DoD Central Registry maintains records of serial number adjustments and shipment to flag rank officers, Foreign Military Sales (FMS) and grant aid, activities outside of DoD control, and transfers between DoD components. Inventory incoming shipments promptly after receipt to ensure all items have been received and entered into the DoD or Navy registry, as appropriate.

(b) National or DON-assigned stock numbers will be used by DON for transactions to the DoD Central Registry.

(c) All arms, regardless of origin, that are accounted for in unclassified property records, must be reported. Automatic weapons will be reported on a priority basis.

(d) Arms with NSN or serial number missing, illegible or obliterated, will be reported by message or letter in the following format to the DoD Central Registry by NAVSURFWARCENDIV, for assignment of an NSN and management control serial number:

<u>NSN</u>	<u>Serial Number</u>	<u>Description</u>
(NSN or "None")	(SN or "None")	(Make, model,
caliber, nomenclature)		or other)

(e) When the DoD Central Registry identifies duplicate serial numbers by weapon type in DoD components, the U.S. Army Munitions and Chemical Command will provide instruction for modifying serial numbers. Movement and shipment of weapons

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must be held in abeyance pending correction of serial numbers.

(f) To ensure the DoD Central Registry is properly maintained, the following is required for small arms shipments:

1. Attach two Weapon Serial Number (WSN) control cards for each weapon in shipment to the supply documentation;

2. When operational procedures prevent compliance with subparagraph 1, attach a listing of WSNs to the supply documentation and

3. Incoming shipments must be opened by a designated receiver and the receipt of each item verified by check of the serial number. However, incoming shipments from new procurement received at depots that are preservation packaged need not be individually checked if the contract provides for a 100 percent serial certification by the contractor which is checked by government contract representative based upon acceptable sampling techniques. In the latter case, however, the receiving activity will conduct random sampling to verify the accuracy of serial numbers in each new procurement shipment.

(g) NAVSURFWARCENDIV and other DoD component registries will reconcile inter-service transfers of weapons on a transaction-by-transaction basis. Establish follow-up procedures to ensure the loop is closed on inter-service transfers.

(h) Refer questions concerning daily operations to the Navy Registry, Navy Small Arms Management:

Commander  
Code 4086  
NAVSURFWARCENDIV  
300 Highway 361  
Crane, IN 47522-5001

(R)

b. Physical Inventory Control

(1) The nature and sensitivity of arms control dictates strict adherence to the provisions of reference (n) or MCO P4400.150 (latest edition) and Service Manual 4400.124 with respect to physical inventories, research of potential inventory adjustments, reversal of inventory adjustments, retention of accountable documentation, quality control, and inventory effectiveness reporting.

(R)

(2) Responsible DON activities will ensure that all DON arms stored at non-DON facilities, whether by another branch of the service, foreign nation, NATO, or other, are inventoried to a

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level equivalent to that required here.

(3) The special provisions for controlled inventory items are important to the control of arms. In addition to the provisions in reference (n), the following minimum requirements must be met:

(a) Unit Level

A) 1. Navy units will perform a 100 percent physical count monthly and an inventory by serial number quarterly, except for boxed and banded arms. In this latter case, the count and inventory will consist of a 100 percent count as reflected by the number of items listed on the boxes. Any evidence of tampering will be cause for that box to be opened and a 100-percent count taken of the weapons in the box. One of these inventories each year will be performed by a disinterested third party (i.e., not in the inventory chain of responsibility nor with normal access) officer, senior enlisted or civilian equivalent (may be from within the command). Maintain inventory records of inventories that do not reflect discrepancies for 2 years; maintain records that reflect discrepancies for at least 4 years. This applies to naval units afloat and ashore except:

2. Marine Corps activities will physically inventory weapons not boxed, banded, and sealed with tamper-proof devices (long term storage) upon opening and closing any armory, and records will be kept for at least 1 year. Weapons in long term storage (boxed, banded, and sealed with tamper-proof devices) will be counted and inventoried by the number of items listed on the boxes. Weapons will only be placed in long term storage after they have been inventoried by serial number. Any evidence of tampering will be cause for that box to be opened and a serialized inventory conducted of its contents. In addition, a monthly inventory of serialized weapons will be conducted by a disinterested third party using an extract of the current, signed armory/weapons storage area Consolidated Memorandum Receipt (CMR). At a minimum, organizations storing small arms and conducting monthly serialized inventories should maintain the following for 2 years:

- a. Inventory officer letter of assignment;
- b. CMR extract utilized for inventory;
- c. Written results of inventories, to include that the seals were verified on packed weapons, that there was adequate supporting documentation for weapons not on hand (e.g., receipt copy of EROs, NAVMC 10520), and commanding officer's instructions concerning any discrepancies.

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(b) Depot or Station Level

1. Those arms not already entered into the DOD Central Registry will be completely inventoried in conjunction with the serialization reporting program.

2. Navy and Marine Corps stock points (activities of the shore establishment which account for AA&E in stores accounts) will take inventory once each fiscal year at depot and semiannually at station level. The inventories will consist of a 100-percent serialized count as reflected by the number of items in long term storage listed on the boxes. Weapons will only be placed in long term storage after they have been inventoried by serial number. A complete count must be made of the contents of every box that is opened or damaged. Maintain inventory records as required for Unit Level, above. NAVSURFWARCENDIV Crane will annually inventory all small arms and weapons in its possession and records kept for 2 years.

0602 AMMUNITION AND EXPLOSIVES

a. All ammunition and explosives at Navy units (Marine Corps units are excepted unless they hold Navy munitions) afloat and ashore will be subject to physical inventory control procedures in SPCCINST 8010.12D, Supply Management of Ammunition (reference (o)) which provides the procedures for reporting into the Conventional Ammunition Integrated Management System (CAIMS). CAIMS is the central records repository for worldwide Navy nonnuclear expendable ordnance. In addition to CAIMS reporting, all units will ensure stock records are established and maintained for continuous accounting of all ammunition and explosives on board.

b. Responsible DON activities will ensure that all U.S. Navy ammunition and explosives stored at non-U.S. Navy facilities, whether by another branch of the service, foreign nation, NATO, or other, are inventoried to a level equivalent to that required here.

c. The nature and sensitivity of ammunition control dictates strict adherence to the provisions of reference (o) with respect to physical inventories, research of potential inventory adjustments, reversal of inventory adjustments, retention of accountable documentation, quality control, and inventory effectiveness reporting. The special provisions for controlled inventory items are important in the control of ammunition and explosives.

d. Commanding General, Marine Corps Research, Development, and Acquisition Command (Code AM) is the central record

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repository for Marine Corps ground nonnuclear expendable ordnance and will issue appropriate guidance as required to Marine Corps units.

A) e. Categories II, III, and IV ammunition and explosives will be inventoried annually by all Navy and Marine Corps units afloat and ashore. Unit level inventories will be performed or supervised by a disinterested third party officer, senior enlisted or civilian equivalent (not in the inventory chain of responsibility; not with normal access; may be from within the command). Records will be retained for at least 2 years. Sealed boxes need not be opened if there is no evidence of tampering.

f. In addition to the Navy Registry, the following provisions apply for the establishment of DON AA&E accountability programs:

(1) Training Requirements. Navy and Marine Corps commands afloat and ashore will conduct training, with refresher courses, for personnel with AA&E-related duties (including security, inventory, supply audit, and AA&E handling personnel) covering the particular requirements and procedures of AA&E accountability which relate to their work. Include, as applicable:

(a) Inventory and accountability procedures including instructions for completing required documentation;

(b) Reporting requirements;

(c) Physical security requirements;

(d) Identification of persons and billet titles that have AA&E responsibilities;

(e) Off-station/inter-station movement procedures;

(f) AA&E shipment accountability procedures;

(g) Explanation of disciplinary actions which will result from breaches of AA&E accountability/security regulations;

(h) Emphasis on individual responsibility for the control and safeguarding of AA&E; and

(i) Instruction on use of deadly force, under reference (f) or (g), as applicable.

(2) AA&E Accountability Officer Responsibilities. Commanding officers will designate in writing an individual,

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military or civilian, as AA&E accountability officer with responsibility for all AA&E accountability matters and to ensure command-wide compliance with this chapter. He or she may also serve as weapons officer and/or inventory accuracy officer, and must maintain close liaison with the security and inventory accuracy officers. Responsibilities include:

(a) Assist the security officer, provost marshal, Naval Criminal Investigative Service (NCIS) agents, auditors, etc. in investigating AA&E losses.

(b) Regularly report to the commanding officer the status of command compliance with accountability controls, status of command inventory versus AA&E allowance, and AA&E requisition status. Keep copies of these reports for 2 years.

(c) Monitor performance and reporting of all AA&E inventories, as well as related MLSR reports.

0603 INVENTORY LOSSES. See chapter 8.

(D)

0604 INVENTORY EFFECTIVENESS REVIEWS. During assistance visits and command inspections, higher echelon commands will review AA&E inventories of subordinate activities. They will verify AA&E locations as indicated on inventories, and randomly compare sample serial numbers with AA&E listed on the inventories.

0605 VERIFYING REQUISITIONS. To ensure their validity, requisitions for AA&E will be signed by a designated individual (AA&E accountability officer, weapons officer, or armorer, as applicable) before processing out of the activity. Activities will maintain internal controls to reject excess or unauthorized requisitions.

0606 INVENTORY ADJUSTMENTS. Retain accountable documentation for all inventory adjustments, including MLSR reports, for 2 years.

0607 DISPOSAL AND DEMILITARIZATION. Disposal of surplus arms, parts, ammunition, and explosives is governed by DoD 4160.21-M (reference (q)). Demilitarization of AA&E must be accomplished under reference (k). AA&E undergoing demilitarization must be transported and stored in accordance with this instruction until demilitarization is completed. AA&E being disposed of without demilitarization (FMS, transfer to law enforcement agencies, etc.) will be transported and stored in accordance with this instruction until accountability is transferred. Also:

a. Arms. A transaction report listing serial number of each weapon disposed of or demilitarized will be made to the Navy

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- R) Registry, NAVSURFWARCENDIV Crane (Code 4086). They will report on to the DoD Central Registry upon demilitarization of arms previously entered into that registry.

(1) A report will be made to the DoD Central Registry of each arm disposed of other than by demilitarization, whether or not a record for that weapon already is in the DoD Central Registry.

(2) Demilitarization certificates must be signed by a technically qualified U.S. government representative before demilitarization residue can be released from U.S. control.

(3) Arms altered as detailed in DoD 4160.21-M-1 (reference (q)) to make them incapable of firing may be used as "dummy rifles" for drill purposes, with marksmanship training systems, or for display purposes. The Small Arms Program Manager must approve the altering of arms for these purposes. An approved small arms allowance for altered weapons is required and they will continue to be reported to the Navy Registry.

(4) Arms or major parts such as barrels, which are properly demilitarized or altered as dummy rifles, no longer require the protection detailed in this instruction.

b. Ammunition. Defense Reutilization and Marketing Offices (DRMO) are not permitted to receive live ammunition items, but may receive inert ammunition components for any additional demilitarization which may be required, or for disposal. In the U.S., ammunition will be demilitarized by a DoD component activity having such a capability. Overseas, where U.S. forces do not have the capability to demilitarize ammunition items, demilitarization may be performed by approved contractors who are licensed or controlled by the government of the country in which the contractor operates. Certificates as prescribed by reference (k) will be executed by technically qualified U. S. Government representative for all items demilitarized. Ammunition will never be buried, abandoned, destroyed, fired indiscriminately, or otherwise disposed of to avoid the inconvenience of returning it to a storage site.

c. Explosives. In addition to the requirements above, sales of surplus explosives in the United States are limited to individuals and companies holding a valid user's or dealer's license issued by the Bureau of Alcohol, Tobacco and Firearms, U.S. Department of Treasury. Overseas sales are limited to companies controlled or licensed by their respective government. Purchasers of explosives must provide a "Certificate Regarding End Use of Explosive Material" as prescribed in reference (q).



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d. Procedures. Activities will ensure accountability of items shipped to DRMOs is not dropped from supply records until they are in receipt of turn-in documents from the DRMO, and the transaction records are reconciled. Surplus ammunition and explosives at Navy activities worldwide that is authorized for disposal will be transferred to the Navy Special Defense Property Disposal Account N68259 for disposal processing. Procedures governing transfer and subsequent accounting, reporting, demilitarization, and disposal requirements, procedures and funding criteria are in reference (k).

e. Verification of Demilitarization. Demilitarized AA&E will not be displayed in offices, museums, or other areas unless accompanied by a certificate verifying demilitarization, executed by a technically qualified U. S. Government representative. The certificate may be located or filed near the displayed AA&E and will be produced for examination upon request. Demilitarized AA&E which is missing, lost, or stolen will be reported as live or operational AA&E unless a certificate of demilitarization is located and verified by authorities performing the investigation. Recovered demilitarized AA&E will be safeguarded and treated as live or operational until a certificate of demilitarization is located and verified or until a technically qualified person examines the item and certifies in writing that it is inert.

0608 FLEET RETURN DOCUMENTATION. The responsible individual at the receiving activity will verify Fleet Return Documentation (DD 1348-1) for accuracy when accepting custody of material. Quantity discrepancies will be annotated and corrected on the document. The ship's accountable officer will ensure appropriate stock record adjustments and Ammunition Transaction Reports are processed with subsequent MLSR reports, if applicable.